Please follow the steps below if you cannot remember your password to log into WebAdvisor (or your SBVC email account), in order to reset it through WebAdvisor.

**Step 1:**
Open the SBVC’s main website in an internet browser.
(https://www.valleycollege.edu/)
Click the link “Log In” located in the top right hand corner.
A drop-down menu will appear. Then you will select “WebAdvisor.”

**Step 2:**
You will then click “RESET MY PASSWORD” located under “User Account Menu.”

**Step 3:**
Enter all the required information. This information **MUST** match what SBVC has on file. When finished click “Submit.”

**NOTE:** It is important that you enter **ALL** the required field in order to reset your password.

**Step 4:**
You will be given a temporary password. Then click the “Log In” tab at the top to log into your WebAdvisor account and create a permanent password.
Step 5:
You should log into WebAdvisor using your username and the temporary password provided on the previous screen.

Username: Your username should be formatted to be f.lastname#### where
- “f” is the first letter of your first name
- There is a period immediately after the first initial.
- “lastname” is your last name
- #### is the last four digits of your SBVC student ID#

Step 6:
You will now be asked to create a permanent password. You will need to re-enter your user name, your temporary password, and then create a new password and hint.

**Note:** The hint cannot contain the new password.

When you click “submit,” you will be logged into WebAdvisor.